



## STUDENT USER'S MANUAL

### Introduction to Python

Welcome to the Naval Postgraduate School!

One of the applications you will be using as a student at NPS is known as Python. It is a student-developed education management system that automates or streamlines many education management processes.

### How to Access Python

Python is entirely web-based and may be accessed from any computer on campus as well as from your home computer through dial-up with your modem behind the school's firewall. For security reasons, you currently must have a connection within the school's firewall. You now have the ability to access Python from any computer with an Internet connection.

For computers on campus, the site is <http://intranet.nps.navy.mil>. Click on the Python link at the top of the page. From an off-site Internet connection, go to <http://www.nps.navy.mil/citrix>, then choose PYTHON Remote Access. You may need to download and install the Citrix Client, which is available at this site.

**NOTE:** As distance learning students, the only functions in Python you need are to:

1. View grades
2. Print unofficial transcripts
3. Submit SOFs
4. Update address and diploma information

**\*See Highlighted sections**

*(some items are circled in red)*

**DO NOT** make any adjustments to your Matrix (for example, add/drop courses). Your EMBA matrix is preassigned. If you make any changes, it may affect your graduation timeline.

## Features of Python

The features of Python that you may access are based on your permissions. For example, if you are a faculty member as well as a student, you will see additional functionality when you logon to Python. You may have more functionality than is listed below.

As a student, you will have the ability to:

- Update your profile by clicking on "My Profile"
  - Nickname
  - Former Name
  - Gender
  - Race
  - Country
  - Birth Date
  - Military Service and Paygrade (*U.S. and International Military Only*)
  - Designator (*U.S. Military Only*)
  - WCN (*International Only*)
  - Civilian Rate (*Civilians Only*)
  - Addresses and Phone Numbers
  - Dependents' Information
- Update and Add Department Information
  - Title (i.e. Student)
  - Work Phone/Fax (your Curricular Office unless you have a dedicated office/thesis space)
  - Building/Room # (your Curricular Office unless you have a dedicated office/thesis space)
- Search Course Catalog
  - By specific course
  - By department
- View APC, section, site (primarily distance learning students)
- Enter your diploma name format
- View your curriculum(s) & track(s) information with associated QPRs.
- Enter previous degrees earned (undergraduate and otherwise).
- Maintain Your Matrix
  - Make course add requests
  - Make course drop requests
  - Make course validate requests
  - Track these requests
  - View your grades
  - Print your matrix
  - Print an unofficial transcript
  - View/print course schedules
  - View/print quarterly schedules with course information, instructor, building/room, and times

**DO NOT**  
**make any**  
**course**  
**change**  
**requests!**

### **What is the Matrix?**

Your matrix is essentially your listing & schedule of courses while at NPS. When viewing it, it looks like a matrix as each quarter is a row and each course is a column.

**IT IS YOUR RESPONSIBILITY TO  
ENSURE YOUR MATRIX IS CORRECT  
AT ALL TIMES!**

**The matrix is preassigned:**  
**DO NOT ADJUST**

*\*\*Note: please ensure you update your Python information as it changes. You will be required to review this information and update as necessary at least quarterly. You will receive an email reminder.*

While it is your responsibility to maintain your Python information, you have several individuals to assist you. You have one or more Education Technicians (EdTechs) and/or Administrative Assistants in your Curricular Office. Additionally, you have one or more Academic Associates and Curriculum Officers (also known as Assistant Deans and/or Program Managers) assigned to your curriculum to provide academic counseling. Your Academic Associates and Curriculum Officers are the ones who approve/disapprove your course add/drop/validate requests.

**NOTE: EMBA POC for Citrix/Python issues are:**

Ryan Lama: [grlama@nps.edu](mailto:grlama@nps.edu) 831-656-7767 DSN 756

Winli McAnally: [wmcanall@nps.edu](mailto:wmcanall@nps.edu) 831-656-2562 DSN 756

# How to Perform Basic Functions in Python

## Home

**Menu Selection**

Friday  
Jan 4, 2002

Gerry Fernandez

**Menu**

- Home
- My Profile
- Feedback/Errors
- FAQ
- Student Folio**
  - My Matrix
- Courses**
  - Catalog
  - MasterSchedule
- Exit

**GENERAL ANNOUNCEMENTS**

Welcome **Gerry Fernandez**

- **NEW! 14 Dec:** Schedules for Students and Faculty: There is currently scheduling information for Winter quarter (academic year 2001-2002). **data is NOT your ACTUAL schedule at this time.** Python's computer-aided scheduling process was tested this quarter alongside the quarter's actual schedule. The actual schedule will be the one that has been distributed via hard copy. It will be migrated into Python next week once the process is complete. Another announcement will be posted when this occurs.
- **6 Dec:** Student Opinion Forms (SOF). This is an important requirement. Starting Monday, 10 December (see full dates below), you must submit a SOF for each class you are taking online in Python. As we are still in the beta test quarter, please ensure you submit both the paper form and online form. The details button for current quarter classes in your matrix will take you to the SOF submission window. Click it and follow the instructions to submit your SOFs. Ensure you submit a SOF for each instructor if you have paper forms, the online SOFs will be totally anonymous.
- **6 Dec:** Final Exam Schedule. Wherever you currently see your class lecture and lab schedule (such as clicking on a class itself or a class listing), you will now see the final exam schedule for that class under the lecture/lab schedule.
- **6 Dec:** Directed Study Request. The directed study request process has changed slightly with the advent of Python. The Directed Study Request form will take you to the page that explains the process. That page includes the NEW directed study form that is to be printed. The Directed Study Request form is one of the few processes that will remain primarily paper-based for the time being. Please ensure you use the NEW form and not the old one.

**Planning and Action Dates**

AY / QTR	2002 / 2		2002 / 3	
	START DATE	STOP DATE	START DATE	STOP DATE
STATUS	Scheduled		Planning in Progress	
	<b>Scheduling Events</b>			
Finalize Dept Plans *1	n/a	11/5/2001	n/a	3/25/2002
Instructor Sched. Input	Available once plans finalized	11/28/2001	Available once plans finalized	3/25/2002
Dept Chair Review *2	Starts after Instructor Input	11/30/2001	Starts after Instructor Input	3/25/2002
	<b>Request Events</b>			
Add	1/9/2002	1/23/2002	4/1/2002	4/15/2002
Drop	1/9/2002	1/23/2002	4/1/2002	4/15/2002
Validate		3/25/2002		6/17/2002
Withdraw	Starts at end of Drop Period	3/1/2002	Starts at end of Drop Period	5/20/2002
SOF Activation *3	3/18/2002	3/29/2002	6/10/2002	6/21/2002
Grade Submittal		3/29/2002		6/21/2002

**NOTES**

1. Students should have their matrices updated by this date to aid Departmental course offering determination.
2. The Scheduler will lock the quarter by this date in order to commence scheduling.
3. Students should complete a SOF for each course they are taking between the start and end dates. The grade they received for the course will not be displayed unless a SOF is submitted.

Figure 1.

## 1. Personalized Table of Contents for students

- **Home** - Main page that shows "Planning and Action Dates".
- **My Profile** - Allows students to maintain personal information.
- **Student Folio**
  - **My Matrix** - Allows student to maintain academic information.
- **Courses**
  - **Catalog** - Allows a student to search for courses offered at NPS.
  - **MasterSchedule** - Allows a student to search for scheduling information (times, room, instructor) for one or more courses offered during the current quarter.

## 2. Planning and Actions Dates

- Displays all critical dates and deadlines determined by the Office of the Registrar. PYTHON *strictly enforces* all dates (i.e. add and drop courses requests).

## My Profile: Personal Information Tab

**MY PROFILE**

**Personal Information** **Family And Misc Info**

**REFRESH**

Name: Fernandez, Gerry M  
 NickName:   
 Former Name:  Suffix: Jr.  
 Sex: Male  
 Race: Asian American/Pacific Islander  
 Country: United States of America  
 Birth Date:  (MM/DD/YYYY)  
 Onboard: Y Date Onboard: 1/14/2000  
 Expected Departure: 4/1/2002  
 Location: Naval Postgraduate School

**Employee Category**

☒ U.S. Military ☐ International ☐ Civilian

**U.S. Military**

Service: USN Paygrade: O-3  
 Status: Active (ACT)  
 View More... (Click on View/Edit more additional U.S. Military information)

**International**

Mil Service:   
 Mil Paygrade:

OR

☐ International Civilian  
 Civilian Service: Ministry of Defense  
 Civilian Grade: 01

**Civilian**

GS Code: AD  
 GS Grade: 01  
 GS Step: 00

Apply Changes Edit By: Bacus on 10/25/2001 10:32:29 AM

**Department Assignments (Phone Book Update)** Add Dept.

Update	Department Code/Name	Primary	Title	WorkPhone	WorkFax	Bldg / Room	MailCode
	32 - Computer & Information Programs Curricular Office	Y	Student	656-3219	n/a	Ha - M1A	2481

Figure 2.

1. Personal Information Tab - Allows the update of personal information.
2. Family and Misc Info Tab - Allows the update of addresses and family member information.

3. Refresh Button - This button is on numerous pages and is used to update the current view after edits are made. **DO NOT** use the refresh button on the browser tool bar.
4. View More Button - Opens a window that reveals more U.S. Military fields to be viewed or updated. *Refer to Figure 2a* to view the U.S. Military Form.
5. Apply Changes Button - All fields above the "Apply Changes" button will be committed to the database when this button is clicked.
6. Add Dept. Button - Clicking this button will bring up another window that will allow you to add another department assignment. Generally, you will never do this as you will already be assigned to a Department and most students will not be members of additional NPS Departments. *Refer to Figure 2b* to view the Add Dept Form.
7. Edit Dept. Button - Clicking this button will bring up another window that allows you to edit your Department Assignment. You will generally do this to update your building/room and/or phone numbers. *Refer to Figure 2c* to view the Edit Dept Form.

U.S Military Information	
Lieutenant Gerry Fernandez	
Please enter all dates in MM/DD/YYYY format.	
Service: USN	Designator/MDS: 1100
Date of Rank:	Year Group:
PRD: 3/30/2002	Date Last FITREP:
<input type="checkbox"/> Nuke Qual <input type="checkbox"/> EFM	Years Sea Time: 0
Lineal Numbers:	
USN members can find their lineal number at <a href="http://www.bol.navy.mil">http://www.bol.navy.mil</a> . Follow the instructions to view your Officer Data Card (ODC). Your lineal number will be block 7. Note that your lineal number is updated by BUPERS every promotion cycle.	
<input type="checkbox"/> Prior Enlisted	Years Enlisted: 0
Commission Date:	<input type="checkbox"/> OCS
Date Detached Previous Command:	
Prior Command 1:	
Prior Command 2:	
Prior Command 3:	
<input type="checkbox"/> Pilot <input type="checkbox"/> NFO	Aircraft: Callsign:
JPME Type: 1	JPME Date:
<input type="checkbox"/> Stash (can add stash comments below)	
For USMC Only (Professional Military Education)	
Amphibious Warfare School	Not Enrolled
Command & Staff College	Not Enrolled
Naval War College	Not Enrolled
Update Close	

Figure 2a.

ADD DEPARTMENT ASSIGNMENT	
Department	-- Select a Department --
Title	
Note: If you have multiple departments: Ensure only one of them is marked as your Primary Department.	
<input checked="" type="checkbox"/> Primary Department	
Building	-- Select Building 1st -- (may select 'unknown')
Room	-- Select Room 2nd -- (drop-down format: room# - room type)
Work Phone	-
Work Fax	-
Mail Code	
Submit Close	

Figure 2b.

Edit for Computer & Information Programs Curricular Office	
<b>Note: Red fields are mandatory entries.</b>	
<b>Title</b>	Student
<b>Note: If you have multiple departments:</b> Ensure only one of them is marked as your Primary Department.	
<input checked="" type="checkbox"/> Primary Department	
<b>Building</b>	Ha - Halligan Hall (may select 'unknown')
<b>Room</b>	M1A - Not Listed (drop-down format: room# - room type)
<b>Work Phone</b>	656 - 3215
<b>Work Fax</b>	-
<b>Mail Code</b>	2481
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>	

Figure 2c.

**\*\*Notes\*\***

- You must have at least one department assignment. PYTHON will prevent you from deleting all your assignments.
- Ensure *only one* of your Department Assignments is marked as your *Primary Department*. This is extremely important.



## My Profile: Family Members Tab

Personal Information      Family Members

Fernandez, Gerry

Misc. Info    REFRESH

under construction

Addresses

Add Address

Edit	Type	Military Housing Area	Address	Phone	Fax	Email
	Home (Monterey)	Non-Govt. Housing	Marina, CA 93933	(831) [redacted]	n/a	

Family Members

Add Member

Edit	Name	Type	Gender	Age	Email	Comments
	Fernandez, Gerry	Spouse	F	36	[redacted]@gmail.com	

\*Note\*\* All information provided is for OFFICIAL USE ONLY in support of NPS operations.

Figure 3.

1. Add Address: Click to add an address. Another window will open revealing the Add Address form. Refer to Figure 3a to view the Add Address Form. Six types of addresses can be entered (one of each).
2. Edit Address: Opens the selected address in order to edit information.
3. Add Member: Click to add a family member. Another window will open revealing the Add Member form. Refer to Figure 3b to view the Add Member Form.
4. Edit Member: Opens the selected family member in order to edit information.

Add Address	
<b>Note: Red fields are mandatory entries.</b>	
Type:	-- Select --
Housing Area:	-- Select --
Company Name:	
Address (Line 1):	
Address (Line 2):	
Address (Line 3):	
City:	
State:	-- If Applicable, Select --
Zip Code:	
Country:	United States of America
Country Code:	
Area Code:	
Phone:	-
Fax:	-
Email:	
<input type="button" value="Submit"/> <input type="button" value="Close/Cancel"/>	

Figure 3a.

Add Family Member	
<b>Mandatory Fields</b>	
Type	Spouse
Last Name	
First Name	
Middle Name	
Birth Date	
Gender	Male
Email	
International Use	
<input type="checkbox"/> IT 1500	<input type="checkbox"/> IT1600
Arrival Date	
Departure Date	
<input type="button" value="Add"/>	

Figure 3b.

## Student Folio: Matrix Tab

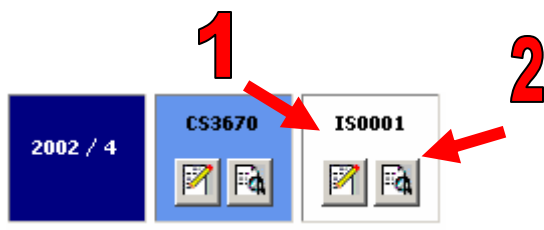
The screenshot shows the 'Student Folio: Matrix Tab' interface. At the top, there are four buttons: 'Refresh', 'Print Matrix', 'NPS Transcript', and 'Request Log'. Below these is a note: 'Note: You are also responsible for any "Additional Requirements" listed below the matrix (Very bottom of this page)'. A legend section contains eight buttons: 'Add' (blue), 'Drop' (red), 'Validate' (yellow), 'Move' (green), 'Refresher' (purple), 'Scheduled' (grey), and 'Unscheduled' (grey). The main matrix is a grid with columns for 'QTR' and four course columns. The rows represent quarters from 2000/4 to 2002/4. Each cell in the matrix contains a course number and a status icon (e.g., 'A', 'B', 'C', 'SOF', or a document icon). At the bottom, there are two summary boxes: 'Grad Level Credits' (84.5) and 'Total Credits' (130). Below these is a table with columns: 'Curric', 'Start AY/QTR', 'Primary', and 'Additional Requirements'. The 'Additional Requirements' section contains the text: 'You must take two 4000 level electives in your last quarter'.

14 numbered red arrows point to the following elements:

- Refresh button
- Print Matrix button
- NPS Transcript button
- QTR column header
- Directed Study button
- IS3504 course icon
- CC4221 course icon
- SS3613 course icon
- IS4182 course icon
- IS0810 course icon (in red box)
- IS2020 course icon (in yellow box)
- IS0810 to 2002/3 course icon (in green box)
- Grad Level Credits box
- Additional Requirements section

Figure 4.

1. Print Matrix - Opens another window that prints your matrix.
2. NPS Transcript - Opens another window that prints your up-to-date NPS *unofficial* transcript.
3. Request Log – Open a window that shows a summary of your request(s).
4. Add Course Button - Opens a window that starts the process of requesting to add a course to your matrix. If you are requesting an add for the current quarter or recently scheduled upcoming quarter, you will choose from the Master Schedule. Otherwise, you will choose from the course catalog that shows planned segments and current student demand for each course. *Refer to Figures 4c, 4d and 4e.*
5. Directed Study Button – Opens a window that explains the directed study process and provides the form to download. Requesting a Directed Study is a manual process of hand-routing the form.
6. Grade Button - Opens a window that shows your grade for the selected course.
7. Show Schedule Button - Opens a window that shows your class schedule for the selected quarter. This will also show the textbooks that you will need for the courses that you are scheduled to take.
8. SOF Button - Opens a window that allows you to complete the Student Opinion Form for a course that is nearing completion. This button will be shown once the SOF submittal period commences. **You will not be able to see your grade until you complete the SOF for the course.** The button will become a Grade button once the SOF is complete. **Although you may finish your SOF, the grade may not be available if the instructor has not submitted the grade for the course.**
9. Gray Cell - A course that is scheduled to be taught based on a finalized academic plan. If you have a pending course (upcoming quarter) that is not gray after all Academic Departments have approved their plan, then the course will not be scheduled. You will have to drop the course and choose a course among those that are planned.
10. Red Cell - A course that is currently in a *Drop* request status. The course will disappear once your drop request is approved. The cell will turn white if the drop request is disapproved.
11. Yellow Cell - A course that is currently in a *Validate* request status. The course will disappear once your validate request is approved. The cell will turn white if the validate request is disapproved.
12. Blue Cell - A course that is currently in an *Add* request status. The course cell will turn white once your add request is approved.
13. Green Cell – A course that is currently in a *Move* request status. The course will move to the indicated year/quarter once the Move is approved.
14. Additional Requirements - This contains notes on courses that may be required to be in your matrix. Your initial matrix load out is based only on core courses for your curriculum. Other courses may need to be added depending on your track, service or other factors. Ensure you add the necessary courses to your matrix based on the requirements listed in this box.



**Figure 4a**

- 1.** Request Button – Opens a window that initiates either a DROP, MOVE, or VALIDATE request. *Refer to Figure 4g.*
- 2.** Assignment Information Button - Opens a window that displays the details of your course assignment. *Refer to Figure 4f.*

Course Add	
Stage 1 - Select an Academic Year and Quarter	
<b>NOTE ON ADD REQUESTS:</b>	
<p>1. If you need to make major changes to your matrix, it is <b>HIGHLY RECOMMENDED</b> that you schedule an appointment with your EdTech, Academic Associate or Curriculum Officer to make the desired changes for you. Numerous course ADD requests will only end up frustrating you and your advisors.</p> <p>2. If the course is already in your MATRIX, you may want to submit a MOVE request instead.</p>	
Year	2002
QTR	1 (Fall :Oct-Dec)
<p>* If the AY/QTR you select has already been scheduled, you will select among courses in the master schedule. Otherwise you will select among the all courses in the Course Catalog. Tentative segment and student demand numbers are also shown to aid your course add decision.</p>	
Next	

**Figure 4c** - Add Stage 1 – Choose the Academic Year and Quarter. An Academic Year runs from 1 October to 30 September.

**COURSE ADD for 2002 / 3**

**Stage 2 - Select Your Course**

Can search by CourseID or by Academic Department. A partial Course ID can be entered and all close matches will be retrieved.

Course ID  AND/OR BY

Department  ▼

Select	CourseID	Name	Lect hrs.	Lab hrs.	Tentative Segments	Student Demand
<input checked="" type="checkbox"/>	CS0001	COLLOQUIUM (NO CREDIT)	0	1	0	99
<input checked="" type="checkbox"/>	CS0102	REVIEW FOR DIRECT INPUT STUDENTS (NO CREDIT) (Meets entire quarter.)	2	1	0	0
<input checked="" type="checkbox"/>	CS0810	THESIS RESEARCH	0	8	0	35
<input checked="" type="checkbox"/>	CS2101	INTRODUCTION TO THE MODERN PC	3	1	0	0
<input checked="" type="checkbox"/>	CS2920	INTRODUCTORY TOPICS IN COMPUTER SCIENCE (Hours vary 2-4 to 4-1.)	V	V	0	0
<input checked="" type="checkbox"/>	CS2970	FUNDAMENTAL OBJECT-ORIENTED PROGRAMMING IN ADA	4	2	0	0
<input checked="" type="checkbox"/>	CS2971	FUNDAMENTAL OBJECT-ORIENTED PROGRAMMING IN C++	4	2	0	9
<input checked="" type="checkbox"/>	CS2973	FUNDAMENTAL OBJECT-ORIENTED PROGRAMMING IN JAVA	4	2	0	1
<input checked="" type="checkbox"/>	CS3010	Computing Systems Principles	4	0	0	9
<input checked="" type="checkbox"/>	CS3030	COMPUTER ARCHITECTURE AND OPERATING SYSTEMS (For Non-CS students.)	4	0	0	6

|< << >> >| 1 / 8

**Figure 4d** - Add Search – Click the Check Button to select the course you desire to add. Pay close attention to the tentative segments and student demand columns. They will be an indicator that the course will be offered in the AY and QTR you selected. The Tentative Segments number is based on Academic Department plans and the Student Demand number is based on all student matrices.

Final Stage - ADD request for 2002 / 3	
Course Information	
Course ID	CS2971
Name	FUNDAMENTAL OBJECT-ORIENTED PROGRAMMING IN C++
Lecture Hours	4 Lab Hours 2
Description	This course is an introductory course in program development techniques and the structured and object-oriented programming paradigms using C++. The topics covered include: problem solving, documentation, C++ Integrated Programming Environment (IDE), control flow, native types and statements, operators, structures, functions, pointers, arrays, object-oriented programming, encapsulation (class and objects), and I/O. Weekly programming or written assignments will be assigned. PREREQUISITE: None.
Clearance Required	N Type None
Student Request Info	
From:	Anderson, Larry
To:	Boger, Dan
Associated Curric	370 (will show multiple values for dual-degree students)
Segment	1
Required	<input type="checkbox"/> (New Core requirement for curriculum)
Is Retake	<input type="checkbox"/>
Student Comments	<div> <div></div> <div> <div></div> <div></div> </div> </div> <p><b>** Note **</b> You are encouraged to add some comments to provide your advisors information to help them review your request.</p>
<div> <div>Send Request</div> <div>Close/Cancel</div> <div>Back To Search</div> </div>	
<p>1. If the Add is a future Matrix modification, your Academic Associate is the first reviewer. Otherwise, the first reviewer is the assigned instructor of the class.</p> <p>2. Add Requests for thesis slots and seminars will go straight to the Academic Associate</p> <p>2. The Curriculum Officer is the final reviewer.</p>	

**Figure 4e** - Add Form - Once a course is selected, you will be directed to the Add Form. YOU MUST PROVIDE COMMENTS and then Click "Send Request."

## COURSE ASSIGNMENT FOR 2002 / 3

Course Information											
<b>Course ID:</b> IS2020 <b>Segment:</b> 1											
<b>Name:</b> INTRODUCTION TO OBJECT ORIENTED, EVENT-DRIVEN PROGRAMMING USING MS VISUAL BASIC (VB)											
<b>Lecture Hours:</b> 4 <b>Lab Hours:</b> 1											
<b>Description:</b> A first course in computer programming using VB, DoN's IT21 mandated standard, as a high level, event-driven object-oriented, programming language. Course emphasis will be on planning, program development, graphical user interfaces, rapid prototyping, program construction, data types, operations, control flow, arrays, records, file I/O, database access, random number generators, and event-driven OOP structures. PREREQUISITES: None.											
<div style="display: flex; justify-content: space-around; align-items: center;"> <span style="font-size: 2em; color: red;">1</span> <span style="font-size: 2em; color: red;">2</span> </div>											
<b>Tentative Segments:</b> 2 <b>Student Demand:</b> 13											
Student Information											
<b>Curriculum:</b> 370											
<b>Scheduled:</b> N											
<b>Required:</b> Y <b>Retake:</b> N <b>Refresher:</b> N <b>Pass/ Fail:</b> N											
<b>Active Request:</b> Y <b>Type Request :</b> VALIDATE											
<b>Assignment Status:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;">Instructor</td> <td style="width: 33%;">Academic Associate</td> <td style="width: 33%;">Curriculum Officer</td> </tr> <tr> <td>Not Reviewed</td> <td>Not Reviewed</td> <td>Not Reviewed</td> </tr> </table>						Instructor	Academic Associate	Curriculum Officer	Not Reviewed	Not Reviewed	Not Reviewed
Instructor	Academic Associate	Curriculum Officer									
Not Reviewed	Not Reviewed	Not Reviewed									
<b>Comments (if revoke or resubmit):</b> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>											
<div style="display: flex; justify-content: space-around; align-items: center;"> <span style="font-size: 2em; color: red;">4</span> </div>											
<div style="display: flex; justify-content: space-around;"> <span>Close</span> <span>Revoke</span> </div>											

### Log History

Date/Time	Originator	Recipient	Type	Action	Comments
1/4/2002 6:04:30 PM	Anderson, Larry	Porter, Gary	VALIDATE	Request	Test

**Figure 4f.** This figure shows a course that is an active request for an Add.

- 1.** Tentative Segments - The number of segments that are currently planned for the academic year and quarter.
- 2.** Student Demand - The number of students that also desire the course, including yourself.
- 3.** Approval Status – Shows what level your request is at. The following table shows the routing table for all types of requests. A Directed Study form shows all personnel required for approval.

	TYPE REQUEST			
Reviewer	ADD	DROP	MOVE	VALIDATE
Instructor	Reviews only in Present Quarter	Reviews only if will be a WITHDRAW	Does not Review	Course Coordinator Reviews
Academic Associate	Reviews	Reviews	Reviews	Reviews
Curriculum Officer	Final Approval	Final Approval	Final Approval	Final Approval

- 4.** Revoke Button - Clicking this button will revoke a pending request. If a request is disapproved, a "Resubmit" Button will be available in order to



send more information back to the last reviewer who disapproved the request. If the reviewer still does not approve your request, you must REVOKE your request using the Revoke Button.

Student Request	
Course:	IS0810
AY/QTR:	2002 / 4
<div>Drop</div>	<p><b>Submit a DROP request if:</b> "I no longer want to take this course. "</p> <p><b>Note:</b> This request will become a WITHDRAW request if you miss the DROP deadline.</p>
<div>Move</div>	<p><b>Submit a MOVE request if:</b> "I want to move to a different AY/QTR. "</p> <p><b>Note:</b> You cannot move to the current AY/QTR. You will have to submit an ADD request. You must submit a DROP request if you are currently taking this course.</p>
<div>Validate</div>	<p><b>Submit a VALIDATE request if:</b> "I am required to take this course but I feel I have the academic background to not have to take this course."</p> <p><b>Note:</b> You must typically add a course to take the place of a validated course. You should consult with your Academic Associate and/or Curriculum Officer. Validating a course <u>DOES NOT</u> award you the credit for taking the course. It only frees a slot in order to take a course that will be more beneficial to you.</p>
<b>Action Dates for Courses in 2002 / 4 (Deadline Dates)</b>	
Move	7/1/2002
Drop	7/22/2002
Validate	9/23/2002
Withdraw	8/30/2002

**Figure 4g** – Start Request Form – Click the Button of the type of request you desire. You will notice the deadlines for each type of request. Once you click a request button, you will be directed to the appropriate form. *Refer to figures 4h, 4i, and 4j.*

COURSE DROP REQUEST FOR 2002 / 4	
Course ID	IS0810
Name	Thesis Research for Information Technology Management Students
<b>Student Information</b>	
From:	Anderson, Larry (ldanders@nps.navy.mil)
To:	Boger, Dan (dboger@nps.navy.mil)
Associated Curric	370
Segment	
Required	<input checked="" type="checkbox"/> Y Is Retake <input type="checkbox"/> N
Comments	<div></div> <p><b>NOTE:</b> It would be wise to provide comments especially if you know that you are requesting to drop a required course.</p>
	<div>Send Request Close/Cancel</div> <p><b>**Note**</b> Drop Requests are sent to the Academic Associate and then forwarded to the Curriculum Officer. The Instructor(s) is sent the request only when the drop will result in a WITHDRAW.</p>

Figure 4h. DROP Request Form

COURSE MOVE REQUEST FOR 2002 / 4	
Course ID	IS0810
Name	Thesis Research for Information Technology Management Students
<b>Student Information</b>	
From:	Anderson, Larry
To:	Boger, Dan
Associated Curric	370
Segment	
<input checked="" type="checkbox"/> Required <input type="checkbox"/> Retake <input type="checkbox"/> Refresher <input type="checkbox"/> Pass/Fail	
Request YR	2002
Request QTR	4 (Summer)
Comments	<div></div> <p><b>NOTE:</b> It would be wise to provide comments especially if you know that you are requesting to drop a required course.</p>
	<div>Send Request Close/Cancel</div> <p><b>**Note**</b> Move Requests are sent to the Academic Associate and then forwarded to the Curriculum Officer.</p>

Figure 4i. MOVE Request Form

Validation Request	
<b>Course Info</b>	
Course ID:	IS2020
Name:	INTRODUCTION TO OBJECT ORIENTED, EVENT-DRIVEN PROGRAMMING USING MS VISUAL BASIC (VB)
Lecture Hrs:	4    Lab Hrs: 1
Description:	A first course in computer programming using VB, DoN's IT21 mandated standard, as a high level, event-driven object-oriented, programming language. Course emphasis will be on planning, program development, graphical user interfaces, rapid prototyping, program construction, data types, operations, control flow, arrays, records, file I/O, data base access, random number generators, and event-driven OOP structures. PREREQUISITES: None.
<b>Request Info</b>	
From:	Anderson, Larry
To:	Porter, Gary
Basis for Validation:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p><b>Please Review:</b></p> <ol style="list-style-type: none"> <li>1. <b>Provide detailed comments.</b></li> <li>2. By submitting this validation request, you are giving the Course Coordinator permission to view your available transcripts.</li> <li>3. The Course Coordinator may require an oral board and/or written examination prior to forwarding this request to your Academic Associate.</li> </ol>	
<div style="display: flex; justify-content: space-around;"> <span>Send Request</span> <span>Cancel</span> </div>	

Figure 4j. VALIDATION Request Form

## Student Folio: Student Information Tab

REFRESH (Updates the screen with any changes you made in pop-up windows)

### General Student Information

APC: 221

Section: 370-003 (Curriculum Number - StartAY AND QTR. Ex 370 2001 3 = 370-013)

☐ Section Leader ☐ SSC Member SSC Position :

Site : Naval Postgraduate School

Locker Building: Not Assigned Locker Number:

Thesis Cancel:

Diploma Name Format: German Marcos Fernandez, Jr.

Update \*\* This field is updated by Curriculum Office

### Curriculum Assignment Information

Edit	Curric	Start AY / QTR	Pri	Expected Grad Date	Grad Date	Track(s) Attained	Distinction	TQPR	GQPR	CQPR	Template Assigned
	370	2001 2	Y	3/30/2002		Standard	N	3.68	3.68	3.68	Y

**\*\*Notes\*\***  
1. If Track or Degree is blank, the Curriculum Officer will determine as you get closer to your graduation date

### Thesis Information

Edit	Proposal Approved	Start Date	Final Approved	Acceptance Date	Thesis Title
	N	9/1/2000	N		Design and Implementation of a Hybrid Three-Tier and Two-Tier Client/Server Education Management System (The Python Project)

Add Thesis If you are in a group thesis, only 1 student needs to add the thesis information and assigns the partners

### Education History

Edit	Grad Year	Degree Awarded	Major(s)	School Name	Transcripts
	1992	BS	Civil Engineering	San Diego State University	No Transcripts available

Add Degree Add a record for each degree attempted or awarded.

### Transfer Credits

School Name	Credit Info (Yr, Name, Grade, Credit, Desc)
San Diego State University	No transfer credits awarded

Figure 5.

1. Update Button - Clicking will update most of the fields above the button. Your Curriculum Office is able to update fields that you cannot edit.
2. Edit Curriculum Button – Clicking will open a window that will show you your Curriculum Assignment information. This is where you will verify and update your expected graduation date. *Refer to Figure 5a.*
3. Edit Thesis Button - Clicking will open a window that will allow you to view and modify your thesis/dissertation information. *Refer to Figure 5b.*
4. Add Thesis Button - Clicking will add a thesis/dissertation record for you. You should only have to do this once unless you are involved in more than one thesis.
5. Edit Degree Button – Clicking will open a window that will allow you to edit old degree information from your previous colleges/universities.

**6. Add Degree Button** - Clicking will open a window that allows you to add a college/university that you have attended with associated degree info.

<b>Student</b>	Fernandez, Gerry		
<b>Student Curriculum Info for: 370</b>			
<b>Start AY</b>	2000		
<b>Start QTR</b>	2 (Winter)		
<b>Primary Curriculum</b>	Yes		
<b>Expected Grad Date:</b>	3/30/2002 (MM/DD/YYYY) Only editable field for student		
<b>Curric Office Grad Nomination</b>	Yes (Nomination For Graduation Input to the Academic Council)		
<b>Actual Grad Date:</b>	<input type="text"/> <input type="checkbox"/> With Distinction		
** Buttons are disabled when locked by the Registrar			
<input type="button" value="Update"/> <input type="button" value="Close/Cancel"/>			
<b>Track Information</b>			
<input type="button" value="Assign Track"/>			
<b>Remove</b>	<b>Track</b>	<b>Degree</b>	<b>Program/Discipline</b>
<input type="button" value="X"/>	Standard	MS	Information Technology Management

**Figure 5a.** Edit Curriculum Form. Used to update Expected Graduation Date and select the track that you are pursuing. This should all be done the quarter before you graduate.


Thesis Information					
*NOTE*					
Record cannot be edited by the student when the proposal is approved					
Title	Design and Implementation of a Hybrid Three-Tier and Two-Tier Client/Server Education Management System (The Python Project)				
Abstract					
Start Date:	9/1/2000	(MM/DD/YYYY)			
<input type="button" value="Apply Changes"/> <input type="button" value="Close"/>					
Administration Only					
<input type="checkbox"/> Proposal Approved *					
<input type="checkbox"/> Final Approved * Acceptance Date:					
Advisor Remarks					
Student(s) Assigned					
Delete	Name	Section	Pri	Curric	
<input type="checkbox"/>	Caroland, James	370-003	370		
<input type="checkbox"/>	Fernandez, Gerry	370-003	370		
<input type="checkbox"/>	Garcia, Vincent	370-003	370		
<input type="checkbox"/>	Jones, Keith	370-003	370		
<input type="button" value="Add Partner"/>					
NPS Advisors					
	Advisor	Department	Title	Email	AdvisorType
	Dolk, Daniel	IS	Professor	drdolk@nps.navy.mil	Primary Advisor
<input type="button" value="Add Advisor"/>					
NON NPS-Advisors					

Figure 5b. Edit Thesis Information.

## Python Feedback and Errors

If you encounter any errors while using Python, please contact the Python development team by emailing [python@nps.navy.mil](mailto:python@nps.navy.mil) or by calling (831) 656-3219 or DSN: 756-3219.

Likewise, if you have any suggestions/recommendations on how Python can be improved, feel free to contact the Python team as described above.

If there is information that you are viewing in Python that you are not able to update, but you believe is incorrect, please contact your Curricular Office.

## Joining the Python Team

As previously mentioned, Python was entirely student developed. We are always looking for students who are interested in helping improve and further develop Python. Numerous thesis opportunities exist. Stop by and visit us in Halligan Hall, Room M1 (second floor) or email/call us. You can also visit <http://ems.nps.navy.mil/background> for information about the Python development process.

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Effective Date of This Users Manual: January 7, 2002

Adapted by EMBA Office: December 29, 2004